

Federal Executive Institute Alumni Association (FEIAA) Federal Executive of the Year Award-2003

The Federal Executive Institute Alumni Association (FEIAA) invites you to submit nominations for its Federal Executive of the Year for 2003.

This award is given annually to an outstanding Federal Executive, selected by the FEIAA Board of Directors. The purpose for giving the Award is to recognize extraordinary achievement in executive management and leadership at the federal level. The criteria used to evaluate the nominees are contained in this brochure.

Past federal winners have been from the Agency of International Development, Departments of Treasury, Navy, Justice, Commerce, U.S. Postal Service, Social Security Administration.

The nomination procedures are described in this brochure. The FEIAA will pay travel and lodging expenses for the awardee to attend the ceremony. The award will be formally presented on March 2003, at an impressive banquet ceremony, held in conjunction with the FEIAA's annual conference, the Executive Forum which will be held at the Sheraton Reston Hotel, in Reston, VA. We request your consideration of this invitation, and encourage you to join us in this effort to recognize managerial excellence by nominating your outstanding executive for this prestigious award.

Sincerely,
/s/
KAREN SHAFFER
President, FEIAA

FEDERAL EXECUTIVE OF THE YEAR ----- 2003

Send Nominations to:

Executive Secretary
Department of the Navy Awards Review Panel
Office of the Deputy Assistant Secretary of the Navy
(Civilian Personnel/Equal Employment Opportunity
Nebraska Avenue Complex
321 Somers Court NW Suite 40101
Washington, DC 20393-5454

PLEASE SUBMIT AN ORIGINAL AND 9 COPIES

Nominations must be received at ODASN(CP/EEO) NLT Monday, 17 November 2003.

Award Presentation:

The award will be presented on March 2004, at the FEIAA Annual Conference, the Executive Forum. The FEIAA will pay travel and lodging expenses for the awardee to attend the award presentations to be held in their honor at the Sheraton Reston Hotel, Reston, VA.

Representatives of the awardee's Agency may attend and typically the awardee's supervisor is invited to participate in the ceremony. Wide media publicity is given to the awardee and the accomplishments of the awardee's organization.

Former FEIAA Federal Executive of the Year Award Recipients

1998 Lawrence B. Henry, Department of the Air Force
1997 John E. Simarlis, Department of the Navy
1996 Paul D. Barnes, Social Security Administration
1995 Nancy L. Darr, Department of Veteran Affairs
1994 Charles W. Winwood, U.S. Custom Service
1993 Elbert W. Friday, Department of Commerce
1992 Claude N. Lenfant, Health and Human Services
1991 William A. Kolibash, Department of Justice
1990 Dr. Fred E. Saalfeld, Department of the Navy

The Award:

This honorary award is made annually to one or more individuals and recognizes extraordinary achievements in executive management and personal leadership.

The award is sponsored by the Federal Executive Institute Alumni Association (FEIAA) to encourage and recognize excellence in the management of government. The FEIAA is composed of graduates of the Federal Executive Institute, located in Charlottesville, Virginia. The FEI is one of the primary educational institutions for developing executive leaders in the federal, state, and local governments.

Award Criteria:

Nominations **must** reflect accomplishments in each of the following criteria:

Executive leadership of an organization which produced substantial, innovative achievements, resulting in high quality public service. Outstanding achievements can include significant improvements in service to the public, program effectiveness, and efficient use of resources due to the efforts and leadership of the nominee.

Extraordinary results of a particularly sensitive and difficult executive assignment of major importance achieved through great personal initiative, commitment, effort, and competence.

Executive acumen in developing breakthrough strategies or concepts in finding new and effective ways of accomplishing mission.

Executive leadership in the productive use of teams that cross organizational and agency boundaries.

Nomination Process and Format:

Nominations for this award are invited from Administrators or Heads of federal departments and agencies.

A nominee for the award must be a career civilian currently serving in Federal Government within the senior level ranks (GS-14, 15 or SES), or equivalent. Nominees need not be graduates of the FEI or members of the FEIAA. Agencies may submit more than one nomination, if desired.

- Use the form enclosed in this announcement as the cover sheet for your nomination.
- Include a brief biography of the nominee
- Include a narrative, not to exceed five pages, stating the basis for the nomination, in terms of the criteria stated above
- Provide the name, title, organization, address, and phone number of three (3) references who can attest to the nominee's executive performance.
- **A 5x7 black and white** photograph should accompany the nomination submission.

2003 Executive of the Year Award

Nomination Form

PLEASE USE THIS FORM AS THE COVER SHEET FOR YOUR NOMINATION

NOMINATIONS MUST BE RETURNED BY December 15, 2002, TO:

FEIAA Federal Executive of the Year Award
1111 Hybrid Avenue
Capitol Heights, Maryland 20743

THIS INFORMATION IS SUBMITTED TO SUPPORT THE NOMINATION OF:

Nominee's Name _____ Title _____

Agency _____

Business Address _____

NOMINATION SUBMITTED BY:

Nominator's Name _____ Organization _____

Home or Business Address _____

Phone _____

Signature of Nominator _____ Date _____